



JOB DESCRIPTION

Title: **HERITAGE CENTER DIRECTOR**
Department: Public Services
Class Code: 1500
FLSA Status: Exempt
Effective Date: July 1, 1982 (Rev. 07/2008)
Grade Number: 23

GENERAL PURPOSE

Under general guidance and direction from the Public Services Director, performs supervisory and administrative duties in coordinating activities and maintaining operations of the Heritage Center.

EXAMPLE OF DUTIES

- *-- Develops standards of operation for the center and performance standards for all staff positions - full time and part time.
- *-- Supervises center staff; hires and trains employees; assigns and monitors work; evaluates performance; disciplines employees.
- *-- Supervises the development of center services for senior adults; coordinates center activities; evaluates programs.
- *-- Supervises facility maintenance; insures cleanliness; insures proper functioning of equipment.
- *-- Prepares center budget; monitors and accounts for expenditures; coordinates fund raising activities; orders necessary supplies and equipment.
- *-- Integrates programs and services of other agencies with center for seniors; provides information to the seniors on possible resources available to them in the community.
- *-- Settles disputes that may arise between clients, between staff members or between staff members and clients.
- *-- Develops goals for the Heritage Center; provides guidance to the Advisory Board.

- *-- Maintains accurate records of the use of the center, including attendance records, volunteer hours, and program and budget notes.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college or university with a Bachelor's degree in recreation, gerontology, social work and three (3) years experience in a related field or any equivalent combination of education and experience.

Special Requirements

- None.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of modern management practices; considerable knowledge of gerontology; working knowledge of recreational activities for senior adults.
- Ability to coordinate and direct the work of others; ability to establish and maintain effective working relationships with employees, senior adults and other agencies; ability to communicate effectively, verbally and in writing; ability to follow written and oral instructions.

TOOLS & EQUIPMENT

- Personal computer, including word processing and database software; calculator; copy and fax machine; phone; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.